**Agenda and Minutes of Second Meeting:**

**Date**-- 11/23/2009

**Time**-- 2:45-3:45

**Attendance**-- **Everyone in the group attended the meeting. Julia and Sandy arrived about fifteen minutes late because of parent conferences.**

1.  Reviewed All Surveys -

* There were several comments made by the committee about their displeasure that only five of the ten surveys were filled out.
* We reviewed the results by looking at each question individually.
* We all agreed the department seemed open to the use of technology and wiki spaces.
* We discussed how limited some of the department is with technology use.
* We were surprised but happy with the fact that the department was willing to use a one day training to learn the technology.
* We didn’t understand how some members admitted to using limited technology but said they felt the internet could be used to enhance education. We decided it was fear of the unknown.

2. Discussed Training -

* We decided our idea of a one day training was definitely the best bet.
* We discussed the having substitutes come in for every member of the department.
* We determined it would be best to have one member of the department be the liaison between the department and the district technology specialist.
* We all agreed after the initial training there should be a monthly discussion time for the department. This could take place during the departments normal monthly meeting and does not have to take very long. Just a chance to discuss problems or point out positives.
* We said it would be important to explain to the district technology specialist what we were expecting from him a few weeks prior to the training so he could properly prepare the day.

3. Budgeting -

* We spoke about the budget and most members of the group admitted they had no idea how we would come up with the money. After about ten minutes we pulled it together and realized **it wouldn’t be difficult as we thought. We pointed out every English teacher has a computer available to them with the proper operating systems. On top of this the wiki space is free. Even better is the fact that the school completes system and software upgrades at their expense each summer. As for the computers themselves, the district recycles them at their own pace and there is no set time. In fact, they cover all costs for faulty equipment they give to teachers. The only area we would need funding would be teacher training. Our goal is to have a one day training for the entire English department. We would need to cover the cost of the substitutes. At $100 per substitute and the need for ten substitutes, we would need to come up with $1000. To cover this expense we are looking into several areas. We are going to ask the district if they have funding set aside for individual teacher growth such as this. If this fails, we will go to the PTA, Lions Club or apply for an AYP Grant. I don’t think there will be much of a problem to come up with the money.**

4.  Closing -

* As I did at the end of the first meeting, I took a minute or two to thank everyone for doing this. I once again told them it was not easy to find group members and I wanted them to know I appreciated everything.
* We set a time and date for our next meeting.